

POSITION DESCRIPTION

Responsibility For The Work Of Others

Select One

Job Summary

The Program Project Specialist 2 assists the Arizona Developmental Disabilities Planning Council (ADDPC) in meeting its federal mandate to carry out the five-year plan aimed at serving all Arizonans with developmental disabilities. Under direction of the ADDPC Director, this position provides consultative services, technical guidance, and administrative expertise to Council members and community organizations in the design, development, implementation, and evaluation of various activities within the area of assignment.

Major Responsibilities/Essential Functions

Function	% Time Spent
Conduct research in assessing the needs of individuals with developmental disabilities. Provide information to ADDPC based on research to support the five-year plan.	25
Conduct local advocacy, capacity building, and systemic change activities as assigned by the ADDPC Director in conjunction with the five-year plan.	20
Educate community members about policy issues, resources, and practices impacting people with developmental disabilities. Networks with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the ADDPC five-year plan.	20
Facilitate assistance on behalf of people with disabilities and their families through the provision of information and referral. Supports and conducts activities, as assigned by the ADDPC Director, to eliminate local barriers to access and use of community services.	10
Act as spokesperson for the ADDPC through the articulation of values promoted by Federal and State laws guiding ADDPC operation.	10
Assist in supporting the Self Advocacy Coalition of Arizona and in establishing self-advocacy organizations led by people with developmental disabilities.	10
Other duties as assigned as related to the position (typically 5% - 10%)	5
Total	100

[Add More Functions](#)

[Remove](#)

NOTE: Essential functions of all State positions include: regular and predictable attendance, adherence to State of Arizona and other applicable Standards of Conduct, and any agency-specific policies, procedures, and/or practices.

Decision Making Authority

Select One

Knowledge, Skills, and Abilities (KSAs)

Knowledge	Skill	Ability
Developmental Disabilities Assistance and Bill of Rights Act; developmental disabilities service system in Arizona, including relevant statutes, laws and regulations; human services field involving individuals with developmental disabilities; and program planning and design.	Oral and written communications; research and analysis; project management; strategic thinking and problem solving; and planning and scheduling.	Develop effective working relationship with ADDPC staff and community organizations; review and evaluate program activities analytically; develop effective plans and methods for program improvement; use various channels and tools to communicate with audiences; and work independently with minimal supervision.